

REGIONAL NAF PERSONNEL OFFICE

MWR Dept/NSA, VQ-Sewell's Point Sub-Region, Regional Recycling Program

IN-HOUSE VACANCY ANNOUNCEMENT

01/29/04

Does not confer to Civil Service Status

POSITION: **Lead Recreation Assistant (RIC)**
NF-0189-02

ANNOUNCEMENT# **SP 29-04**

Salary: \$8.50 per hour

LOCATION: MWR Dept., Recreation Div., NSA
Norfolk, VA 23511

CLOSING DATE: Open Until Filled

AREA OF CONSIDERATION: **MWR Dept., Community Programs Div employees only**
Flexible

(1) Positions,

NOTE: No relocation costs will be paid

Direct Deposit of salary is a condition of employment

DUTIES: Serves as duty manager to ensure the facility is functioning in a smooth, safe and efficient manner, assuring that tasks are in process/complete, providing necessary supplies and resolving minor problems and complaints of the employees. May make recommendations to supervisor in regards to work performance of assigned staff. Ensures that facility is open/closed at the posted time and in a state of cleanliness both inside and out. Responsible for issuing, receiving and controlling cash receipts and change funds under custody. Upon end of shift or closing, rings out cash register assuring the Daily Activity Report (DAR) is completed and certifies cash count of receipts and change funds turned in by individual cashiers. Determines cash shortages and overages by comparing total of cash receipts against cash register readings, completes deposit form and ensures all keys are turned into the lock box and/or cashiers bag. Circulates among patrons to maintain order, warns patrons of disorderly behavior and attempts to resolve problems in a tactful, diplomatic manner. May be required to tactfully remove disruptive patrons from the facility. Upon closure, completes fire and safety checks, secures all doors, windows, storerooms, etc. Notifies the "trouble desk" of the Public Works Department (CWPDP) of any emergencies that may occur. Prepares and submits daily report of night operations, to include both minor and serious incidents. Assists the Recreation Specialist in the administration of programs and services of the assigned recreation, internet, and/or single sailor facility or program, to ensure it functions in a smooth, safe and effective manner. Performs general housekeeping duties as necessary to ensure interior spaces are in a clean, neat and orderly state at all times. May make minor repairs to facilities and equipment. Reports any maintenance problems, material deficiencies and unsafe conditions or discrepancies that cannot be repaired in-house. Performs other related duties as assigned. May be assigned to other facilities/program areas as needed to cover peak times, assist with special events, or cover staff shortages.

QUALIFICATIONS: Must be familiar with the general and specific uses of computer software for programs as assigned (i.e., Internet, e-mail, games, word processing, etc.) video projector systems and equipment related to the recreation facility to advise patrons in the proper use of equipment and facilities. Must have the ability to understand and carry out basic verbal and written instructions. Knowledge of basic arithmetic to perform inventory accountability, computes charges, make change accurately and prepare reports. Knowledge of basic English grammar for preparation of records and reports. Must possess strong leadership and communication skills to effectively exercise control over a large group of people, market the program, motivate eligible patrons and lead a small staff with minimal direction. A minimum of two years work related experience is strongly preferred. **Special Requirements:** Must possess and maintain a valid state driver's license, as travel will be required. This position is subject to an irregular tour of duty, which may include nights, weekends and holidays. Employment is conditional on the successful completion of a national Agency Check or equivalent background check(s) upon selection and periodically thereafter.

-**FILING INSTRUCTIONS:** Applicants must submit a completed application and preference documents to: Regional NAF Personnel Office, 1200 Fechteler Road., Norfolk VA 23505. (Corner of Terminal Blvd and Diven Street)

-**NOTE:** Applications are available in the NAF Personnel Office. "Unless otherwise specified, all applicants must be 16 and over."

-**EMPLOYMENT PREFERENCES:** To claim a preference, you must submit documents as follows. Explanation and Application for preference are available

at NAF Personnel Office. No preference is given unless requested and documented. ACCEPTANCE OR DECLINATION OF A POSITION ENDS ABILITY

TO CLAIM PREFERENCE FOR SPOUSE OR IVS APPLICANT.

-**MILITARY SPOUSE:** Must attach a copy of military member's PCS orders and write SPOUSAL PREFERENCE on the front of the employment application.

-**VETERAN:** Attach copy of DD214

-**INVOLUNTARILY SEPARATED MILITARY MEMBERS & DEPENDENTS:** Must attach IVS Hiring Preference information form and one of the following: DD214 or copy of DD1173. ALL IVS PREFERENCE ARE APPROVED ONLY IF DISCHARGE/RE-ENTRY CODE MATCHES ELIGIBILITY LIST.

-**ALL prior military discharged within the past 10 years must attach a copy of their DD214 showing the reason for discharge and re-entry code.**

-**Active Duty Military:** Military regulations require that you obtain a special request authorization (NAVPERS 1336/3) prior to being accepted for outside employment. To be considered for NAF employment, you must attach a completed authorization form to all applications, and include your command

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name and phone number.

"The Department of the Navy is an Equal Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or any other non-merit factors."

Web Site: www.nsa-norva.navy.mil

JOB Line: 440-JOBS (5627)